

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: LAND RECORDS DATA TECHNICIAN I/II/III
CLASS CODE: I - 6563 II - 6564 II - 6565

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: I - NONE II - NONE III - LEAD

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: RECORDER

JOB SUMMARY

Performs a variety of clerical duties designed to ensure the accuracy of legal descriptions and land record indexes of Utah County.

CLASS CHARACTERISTICS

Land Records Data Technician I: Works under close to general supervision from an Administrative Supervisor - Recorder in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.

Land Records Data Technician II: This full performance level works under general supervision from an Administrative Supervisor - Recorder in performing duties of considerable difficulty that involve some independent judgement.

Land Records Data Technician III: Works under general supervision from an Administrative Specialist - Recorder in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

ESSENTIAL FUNCTIONS

Data enters details from a wide variety of legal documents into County indexing program.

Responds to questions from the general public involving land records documents; provides general information to title companies, attorneys, the public, and employees.

Establishes, maintains and manages systematic cross-referenced records, database files, and related systems for the storage and retrieval of data for County land records indexing.

Monitors changes in laws and regulations impacting the recording and maintenance of land records; assists in implementing changes as approved by department administrators.

Responds to telephone calls and visiting public seeking land records information; conducts initial research of land records through indexing system as needed to locate requested information; assists the public with interpretation of records.

Assists in the review and proofing of indexed documents to ensure accuracy of filing.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Serves as main switchboard operator and or receptionist on a rotational basis or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Land Records Data Technician I:

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task.

Land Records Data Technician II:

In addition to the knowledge, skills, and abilities listed above:

Working Knowledge of: Processes and laws related to land ownership records.

Skill in: Using various software programs unique to Utah County and/or the Recorder's Office.

Ability to: Understand broad objectives and follow general instructions.

Land Records Data Technician III:

In addition to the knowledge, skills, and abilities listed above:

Considerable Knowledge of: Recorder's Office Policies and Procedures and laws, codes, or regulations relevant to work performed.

Ability to: Train and lead others.

PHYSICAL DEMANDS

Frequently: Sits at a desk.

Regularly: Walks, stands, or stoops, works for sustained periods of time maintaining concentrated attention to detail; lifts or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Work requires frequent contact with the public which exposes the incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

EDUCATION AND EXPERIENCE

Land Records Data Technician I: High school diploma or equivalent and one (1) year of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net and may be required to take and pass a data entry accuracy test.

Land Records Data Technician II: High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net and may be required to take and pass a data entry accuracy test.

Land Records Data Technician III: High school diploma or equivalent and five (5) years of general clerical support work experience of which two years were directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net and may be required to take and pass a data entry accuracy test.

Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.